Document Scanning Checklist for VetraSpec

1. <u>Maximum</u> file size for a single scan is limited to 6MB
2. To keep file size small, set your scanner to scan in <u>Black and White (no photo or color)</u> and at <u>200dpi</u>.
3. Set default document type on your scanner to PDF.
4. Set the resolution quality on your scanner to <u>low or medium</u>. This is perfect for documents, and will allow you to scan around 75-100 pages into one PDF file without it being over the limit.

**Note: Your scanning software should be capable of scanning documents in PDF/A-1 format. Do not scan documents and upload to VetraSpec documents tab as an Image (JPG, TIF, GIF); Word Document or Excel Document.

***How to tell if your scanner is scanning in PDF/A-1 format:

A. Scan a test document with your scanner to your computer
B. Right click on the scanned document icon and select properties
C. Select the tab labeled PDF
D. Look at what PDF Version is listed (1.4 or greater is required)